

ADMINISTRATIVE - INTERNAL USE ONLY

15 October 1980

MEMORANDUM FOR: Senior Directorate and Component Personnel Officers

FROM : Harry E. Fitzwater
Director of Personnel
Policy, Planning, and Management

SUBJECT : New Applicant Processing System

REFERENCE : Memo to Senior Directorate and Component Personnel Officers from D/PPPM, dated 22 May 1980, Same Subject

Copy to others
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1. In the reference, I commented on the need for your help to make the new processing system succeed. I want to emphasize that I am looking to you to be assertive in obtaining the timely cooperation of the substantive offices you serve. Without a mutual effort, the new system will fall short of achieving the optimum reduction in hiring time that is envisioned. The purpose of this memorandum is to ensure that personnel officers understand the new system well enough to explain it to their component managers and to provide Recruitment and Placement with the rapid response that is vital to the success of the new system. To assist you, attached are informal, abbreviated information sheets that spell out the procedural steps we are now using for:

- a. Professional/Technical "Resume" Cases
- b. Professional/Technical "Recruiter" Cases
- c. Out-of-Area Clerical Cases
- d. Local Clerical Regular Cases
- e. Local Clerical "Fast-Track" Cases

Regarding the professional/technical sheets, I urge you to give particular attention to the prompt responses required from your office both at the time of review of an applicant's file and subsequent to the office pre-processing interview.

2. The consequence of a past due response on an applicant file is an automatic rejection, even if your office should want to invite the applicant for an interview. I do not expect exceptions to this policy, and I would hope you do not ask for any. The fourteen calendar days deadline is more than sufficient time to make a decision on interest in an applicant.

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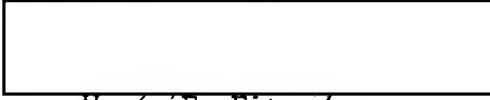
3. We also expect a prompt response subsequent to the office interview of an applicant. In this instance, your office decision is normally due within ten calendar days. If certain test results (e.g., PAT/B) are prerequisite to a hiring decision, response is due within seven calendar days after receipt of the test results.

4. I am certain that you appreciate the importance of timely action at each step of the new processing system. Accordingly, it is my hope that one specific responsibility of the Expediter Group--to follow up on delinquent office actions--will not need to be exercised.

5. I am pleased with the progress of the new system and the attendant reduction in processing time, especially when problems created by the hiring freeze are taken into consideration. We have yet to obtain our full objective, however. This can be achieved only with the full cooperation of you and your component managers. In this regard, I look forward to your sustained support.

6. I am monitoring the new system closely through periodic Task Force meetings with the Directors of Security and Medical Services and other key officers. Should you have any problems or suggestions that might be appropriate for the attention of the Task Force, please call Staff Personnel Division.

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Harry E. Fitzwater

Attachment:
As Stated

PROFESSIONAL/TECHNICAL - Resume Case

INITIAL STEP:

1. Review Unit (RU) reviews resume, selects offices with possible interest, and annotates Routing and Record Sheet.
2. RU enters into CAPER. AFS makes file. CARB sends PHS package to applicant and holds file. Applicant notified if PHS is not returned within 12 days following his or her receipt of package, further action on application will be cancelled.
3. If PHS not received within 18 days, CARB places file into AFS Inactive. No correspondence required.

WHEN PHS-PART I RECEIVED:

- 4a. CARB forwards to Review Unit. Review Unit checks for completeness and, if appropriate, based on the applicant's comments, revises pre-selected offices.
- b. If PHS-Part I is incomplete, expediter calls the applicant.
- 5a. Security expediter reviews cases (calls applicant for additional information; sends mailgram if necessary and holds case until applicant reached).
- b. Medical expediter reviews cases (flags where additional information is needed).
- 6a. File sent through AFS to PSB.
- b. Copies of PHS-Part I sent to pre-selected offices by PSB (attached to PHS is form for office to return - (a) arrange for PPI, or (b) no interest and specific reason). Offices must respond within 14 calendar days. A late response or no response will be treated as "no interest," and the applicant automatically rejected.

ACTION ON OFFICE RESPONSE:

7. After 14 calendar days, PSB pulls files waiting for office responses. PSB reviews responses and notes all appropriate routing on Routing and Record Sheet, as follows (entering disposition into CAPER):

- a. Cases where all office responses are negative or have not been received:
 - (1) Expediter - call offices if appropriate. Expediter calls offices only if reason for no interest is not sufficient. In cases of no response, expediter calls with the assumption that office has no interest; call is to determine reason for no response or to resolve unusual circumstances regarding no response.
 - (2) RU - feedback on reject reason
 - (3) CARB - reject letter
- b. Cases where response(s) are all positive:
 - (1) PSB personnel officer
 - (2) PSB processing assistant to arrange office interview(s), testing and pre-investigative interview. (Applicant requested to bring in PHS-Part II and writing sample if required.) Processing assistant arranges pre-investigative interview based on pre-determined schedule options provided by security expediter.
 - (3) CARB - correspondence
 - (4) PSB
- c. Cases where responses are mixed (i.e., positive and negative):
 - (1) PSB personnel officer
 - (2) PSB processing assistant - arrange PPI
 - (3) CARB - correspondence
 - (4) PSB

AT TIME OF PPI:

- 8a. Applicant brings completed PHS-Part II. Applicant has appointments. For pre-investigative interview, security expediter reviews form before interview, delivers white envelope to SAS. (If applicant does not bring PHS-Part

II, appointments still take place. Part II must be mailed in immediately.)

- b. If pre-investigative interview negative, applicant continues with scheduled appointments. Security expediter sends file to C/SPD, who notifies PSB and sends file to CARB for reject. Component holding PPI is notified.

OFFICE HIRING DECISION:

9. Office must notify PSB of hiring decision within 10 calendar days following interview. If decision is positive, notification must be by Form 1152. If the decision is negative, the reasons must be written on the Routing and Record Sheet and forwarded to PSB. Expediter will call component if decision is not received on time.

If decision depends on PATB or other test results, office must notify PSB of decision within 7 calendar days of the date results are sent to office; if positive, notification must again be by Form 1152; if negative, written on R&R sheet. If test results have not been received by PSB within 15 days after request, expediter will call PSS.

10. If office decision(s) negative, PSB updates CAPER and sends file to CARB for correspondence.
11. If okay (1152) received from office(s), put into process. If multiple office interest, PSB personnel officer negotiates. For cases where medical expediter has flagged case during earlier review ("additional info required"), the personnel officer returns file to medical expediter, who calls applicant and requests information. (Expediter will monitor these cases.) File then returned to PSB. Processing assistant waits for medical invitee and then sets polygraph and medical appointments. Medical expediter alerted if medical invitee not received within 10 days.

ENTRANCE ON DUTY:

12. After final clearance, processing assistant arranges EOD. Expediter calls applicants who cannot EOD within 30 calendar days (or 30 days after graduation), if reason given is not valid.

PROFESSIONAL/TECHNICAL - Recruiter Cases

When recruiters begin use of 2-part PHS, Part I will be forwarded to Headquarters with the interview report.

Review and processing will be same as for Professional/Technical - Resume cases, with following changes:

Step 1. Review Unit reviews PHS for completeness, selects offices with possible interest, and annotates R & R sheet

Step 2. RU enters into CAPER, AFS makes file

Step 3. Omit

Step 4a. Omit

All subsequent steps, including 4b, remain the same.

OUT-OF-AREA CLERICAL

1. Review Unit reviews resume.
2. RU enters into CAPER; AFS makes file.
3. Recruitment Division refers file to recruiter.

WHEN PHS RECEIVED:

4. Review Unit reviews for completeness.
- 5a. Security expediter reviews.
 - b. Medical expediter reviews.
6. CSB reviews for qualifications against Agency requirements.
7. CSB initiates.

LOCAL CLERICAL - Regular

1. WARO reviews qualifications.
2. RD enters into CAPER.
- 3a. Security expediter reviews.
 - b. Medical expediter reviews.
4. RD recharges; AFS makes file.
5. Same as 6-7 above.

LOCAL CLERICAL - Fast Track

Definition: Local (within 50 miles)
Unemployed
Full-time
Not handicapped
Available immediately

1. Applicant interviewed at WARO. WARO obtains availability date and determines if "Fast Track." Applicant given PHS package. WARO prepares interview report (check-off form).
2. CSB tests applicant.
3. Applicant calls in; if passed tests, completes PHS immediately.
4. Applicant returns PHS (preferably hand-carries). WARO checks for completeness and insures valid Fast Track candidate (checks interview report, test results).
5. WARO calls security expediter. If he is available, applicant asked to wait for pre-investigative interview. If he is not available, applicant told we will contact in 1 - 2 days.
6. Forms hand-carried to:
 - a. CSB - concurrence as Fast Track. (This step is not necessary for clerk-typist, clerk-steno and courier applicants.)
 - b. RD - enter into CAPER.
 - c. AFS - make file.
 - d. Expediter.
- 7a. Security expediter reviews.
- b. Medical expediter reviews. (If old record exists, orders immediate recall.)
8. Pre-investigative interview (either immediate, or arranged later by security expediter). Security expediter selects EQD date to be given to OS by CSB. If pre-investigative interview is okay, security expediter notifies OS to expect Fast Track application.

9. CSB sets earliest appointments.
10. Security and medical appointments.
11. After final clearance, CSB sets EOD (normally first Monday after approval).